

3150 - CODE COMPLIANCE DIRECTOR

NATURE OF WORK

This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Code Compliance Department. Emphasis of the work is on directing administrative, technical, and clerical staff in the conduct of scheduled and follow-up inspections in response to complaints of alleged violations of property maintenance, zoning, and other codes relating primarily to the health, welfare, and safety of the community.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, schedules, assigns, supervises, evaluates, and is accountable for department functions such as inspections and enforcement.

Supervises the enforcement of applicable municipal codes, ordinances, and other regulations through the issuing of written notices of violation.

Responds to telephone calls and correspondence from citizens and City officials as required.

Attends City Commission and other meetings with civic and homeowner groups and business organizations.

Instructs, trains and evaluates subordinate personnel.

May conduct field inspections on difficult cases or in assistance to a subordinate supervisor.

Analyzes and recommends changes to codes and prepares policy directions for department staff.

Responds to and assists subordinates in responding to unusual or difficult situations and resolving problems.

Reviews and recommends course of action regarding revocations/suspensions of licenses and responds to appeals of assorted violations.

Interprets complex regulations and provides technical information to interested parties such as code compliance staff, other departments, and the public.

Prepares, maintains, disseminates, and is responsible for records, reports, notices, and correspondence concerning department functions and personnel.

Testifies in court and before related boards; obtains documentation; prepares testimony; and assists others in same.

Prepares department budget.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of related state and local laws, codes, ordinances, and regulations.

Ability to read and interpret blueprints, plans, drawings, specifications, and diagrams and to determine conformance with established standards.

Ability to read, understand, explain, and apply regulations.

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Ability to make technical inspections and render valid decisions.

Ability to enforce regulations tactfully, firmly, and impartially.

Ability to establish and maintain effective working relationships with other employees, agencies, and the public.

Ability to make arithmetic and statistical computations with speed and accuracy.

Ability to communicate effectively both verbally and in writing.

Ability to testify effectively in court and before related boards.

Ability to research data and originate legal documents and other instruments of law.

Ability to prepare clear and concise records, reports, correspondence, and other documentation.

Ability to complete forms legibly and accurately.

Ability to supervise the work of subordinate employees in a manner conducive to full performance and high morale.

MINIMUM REQUIREMENTS

Bachelor's degree in business/public administration and extensive experience in a municipal Code Compliance Department including considerable experience in supervising subordinate employees. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General direction is received from an Assistant City Manager. Work is performed with little direct supervision and with extensive latitude for the use of independent judgment. Performance is evaluated for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.

SUPERVISION EXERCISED

Supervision is exercised through various levels of subordinates over a variety of administrative, technical and clerical employees with assigned responsibilities in various phases of departmental

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operations.

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